



UNIVERSITY  
of HAWAII®  
MĀNOA

## **Workload Policy School of Architecture Tenured and Tenure Track Faculty 4/29/11 with 2-21-12 revision**

### **Teaching**

The typical SoA teaching load each semester is a 6 or 4 credit Design Studio, and alternating each semester, either a 3 credit Required Lecture course or 3 credit Elective course. The design studio has a student contact time of 1.5 hours per credit hour. In addition, each faculty is expected to serve as the Chair of 3 and no more than 5 in ARCH 546 or ARCH 548 Doctorate Project students per semester. Faculty not teaching studio teach an additional course every third semester. In determining equitable teaching loads consideration should be given to the following factors: (a) graduate or undergraduate level, (b) class format, such as lecture, lecture + lab, seminar, or design studio, (c) course enrollment, (d) contact hours, (e) required or elective course, (f) curriculum responsibilities including assigned National Architectural Accreditation Board (NAAB) Student Performance Criteria, (g) co-instructors or teaching assistants, (h) a required course taught for the first time, (i) D. Arch. Committee Chair service. Distribution of chair assignments shall be done in a way determined by the faculty to distribute the load among all faculty members.

SoA teaching load additions will be given after consultation with the individual faculty should research and service not be adequately undertaken as noted below. SoA teaching load reductions follow policies as set forth in the UHPA agreement and the UHM BOR policies. In addition, the SoA shall use the following guidelines for course reductions: (a) a faculty teaching a required course for the first time will be granted a one course teaching load reduction for that semester or the previous semester, (b) faculty serving as Undergraduate chair, Graduate chair, or Professional Studio Coordinators shall have a teaching load per agreement with the Dean.

### **Research**

Faculty are obligated to complete research and professional activities for academic or professional interests, career development, and to bring funds and/or prestige to the SoA and UHM. Acceptable forms of faculty research or scholarship may include: (a) peer reviewed papers, journal articles, books, etc., (b) patents and other forms of intellectual property, (c) grants and professional awards, (d) professional design or construction work that includes research and a critical perspective advancing the profession when such work is published or recognized by external entities, and (e) other creative work which examines, critiques, and advances ideas or technologies in the discipline and profession of architecture when such work is published or recognized by external entities. In evaluating the contribution of research and scholarship, consideration must be given to the following: (a) time to accomplish the research, (b) time frames for publications, awards, or other forms of announcement or realization, (c)

degree of originality and contribution to the discipline and profession, (d) overall impact to the discipline and profession, (e) prestige of forum and peer acknowledgment, and (f) augmentation of resources and research assistantships via grant funding.

### **Service**

Faculty service includes SoA, UHM, and professional service activities. Service includes: (a) chair or member of a SoA standing committee, ad hoc committee or task force, or coordinating a SoA event, (b) presentation of a public lecture, (c) representative on UHM Faculty Senate; or chair or member of a campus-level committee or task force, (d) service on the AIA National, State or Honolulu Board, (e) service as a AIA committee chair, (f) service as an appointment to State, City or community boards or other entities representing the profession. Service also includes (g) peer review of professional written or creative work.

## **Addendum 2/21/2012**

### **Workload Report**

The Workload Policy adopted by the Faculty of the School of Architecture November 18, 2011 identifies teaching, research and service as interrelated and essential activities which combine to establish an appropriate workload for tenure-track and tenured faculty. In order to make appropriate teaching assignments and allocate resources, each faculty member should annually document their teaching, research and service responsibilities and communicate their anticipated load within each area for the upcoming academic year. Each faculty member will submit their information in the suggested format and schedule a meeting with the dean to discuss their past and anticipated workload. Through consultation, every effort shall be made to assure workloads and resources are distributed equitably and fairly. Please follow the format and list each category. If the faculty member has nothing to report within an area, please respond with "nothing to report". Please do not eliminate the category. The Workload Report is divided into two sections. Section One is dedicated to reporting teaching, research and service activities for the past year. Section Two is dedicated to communicating the faculty member's future plans for the coming year within teaching, research and service.

### **Documentation**

Please submit the following information in the below listed format to discuss your activity:

#### **Section One: Past Academic Year**

Introduction:

In no more than 250 words please summarize your accomplishments and challenges within teaching, research and service over the past academic year.

#### **Teaching**

- 1) Please identify the courses you taught this past year within the categories listed below. For each of your classes list:
  - (a) graduate or undergraduate level
  - (b) class format, such as lecture, lecture + lab, seminar, or design studio
  - (c) course enrollment
  - (d) contact hours
  - (e) required or elective course
  - (f) curriculum responsibilities including assigned National Architectural Accreditation Board (NAAB) Student Performance Criteria
  - (g) co-instructors or teaching assistants
  - (h) a required course taught for the first time
- 2) List the D. Arch. Committee Chair responsibilities (Name of Student, Course Number)

#### **Research**

- 1) peer reviewed papers, journal articles, books, etc.,
- 2) patents and other forms of intellectual property,
- 3) grants and professional awards,

- 4) professional design or construction work that includes research and a critical perspective advancing the profession when such work is published or recognized by external entities, and/or
- 5) other creative work which examines, critiques, and advances ideas or technologies in the discipline and profession of architecture when such work is published or recognized by external entities.

### **Service**

- 1) chair or member of a SoA standing committee, ad hoc committee or task force, or coordinating a SoA event,
- 2) presentation of a public lecture,
- 3) representative on UHM Faculty Senate; or chair or member of a campus-level committee or task force,
- 4) service on the AIA National, State or Honolulu Board,
- 5) service as a AIA committee chair,
- 6) service as an appointment to State, City or community boards or other entities representing the profession, and/or
- 7) peer review of professional written or creative work.

### **Section Two: Next Academic Year**

Introduction:

In no more than 250 words please summarize your anticipated teaching, research and service plans for the next academic year.

### **Teaching**

Please identify your anticipated teaching for the coming year within the categories listed and address any additional resources required.

- 1) Identify four (4) required courses that you would prefer to teach in the coming academic year. (This should include at least one undergraduate level course and one graduate level course.) Also note any additional resources that may be needed to support your teaching of a specific course.
- 2) For each of the four required classes list:
  - a) graduate or undergraduate level
  - b) class format, such as lecture, lecture + lab, seminar, or design studio
  - c) potential course enrollment
  - d) contact hours
  - e) curriculum responsibilities including assigned National Architectural Accreditation Board (NAAB) Student Performance Criteria
  - f) any required co-instructors or teaching assistants
  - g) list if this is a required course taught for the first time
- 3) List the projected D. Arch. Committee Chair responsibilities (Name of Student, Course Number)
- 4) Identify an elective course you may wish to teach. Include the
  - a) graduate or undergraduate level
  - b) class format, such as lecture, lecture + lab, seminar, or design studio
  - c) potential course enrollment

- d) contact hours
- e) semester preference and any additional resources that may be needed to support the course.
- f) Any special teaching initiatives, which may require additional time and/or resources.
- g) Include and possible sabbatical, leave, faculty exchange or other requests which may affect your availability to teach a full load in the coming year.

### **Research**

Please identify your research and professional activities anticipated for the coming year within the categories listed and address the amount of time and resources until expected completion.

- (1) peer reviewed papers, journal articles, books, etc.,
- (2) patents and other forms of intellectual property,
- (3) grants and professional awards,
- (4) professional design or construction work that includes research and a critical perspective advancing the profession when such work is published or recognized by external entities, and/or
- (5) other creative work which examines, critiques, and advances ideas or technologies in the discipline and profession of architecture when such work is published or recognized by external entities.

### **Service**

Please list all anticipated service responsibilities and if additional resources need to be allocated in the following categories:

- (1) Chair or member of a SoA standing committee, ad hoc committee or task force, or coordinating a SoA event,
- (2) Presentation of a public lecture,
- (3) representative on UHM Faculty Senate; or chair or member of a campus-level committee or task force,
- (4) Service on the AIA National, State or Honolulu Board,
- (5) Service as a AIA committee chair,
- (6) Service as an appointment to State, City or community boards or other entities representing the profession, and/or
- (7) Peer review of professional written or creative work.

Digital submission is due from all faculty by March 1. Prior to making teaching assignments to Tenure and Tenure Track faculty, the Dean will meet with each faculty member.